

**NOTES OF THE PILOT HARBOUR EXECUTIVE MEETING  
HELD AT TOWN HALL  
MONDAY 9 DECEMBER 2019 AT 10:30 AM**

Present: Ian Vasey, Borough Harbour Master (IV) & Chair  
Cllr J Jefferson, Portfolio Holder (JJ)  
Alex Richards, Economic Development Project Manager (AR)  
John Woodhead, Northern Area Engineer (JW)

Requested Supporting Officers:

Capt. Chris Burrows, Deputy Harbour Master (CB)  
Martin Lloyd, Principal Engineer (ML)  
Kevin Wardell, Accountant (KW)  
Lesley Dale, Ports Business Manager (LD)

**1. Apologies**

Apologies were received from Nick Edwards, Director.

**2. Notes of Previous Meeting**

Notes of meetings on 8 October 2019 (Appendix 1) were agreed as accurate record.

**3. Matters Arising (not on agenda)**

**Water Supply, West Pier, Scarborough** – IV discussed with energy manager.

**North Wharf Fendering** – AR advised of potential funding opportunities and requested information from Engineers. ML to chase up.

**NEIFCA Berth** – IV preparing draft agreement.

**4. Port Marine Safety Code (PMSC)**

CB advised that Mike Greene is now the PMSC Duty Holder. Safety Management System, version 5 is current following a PMSC Management meeting. There had been no incidents. Port Emergency training is due to be held during March 2020. A multi-agency Port Emergency exercise is being planned. The Port Waste Management Plan (PWMP) and the Oil Pollution Preparedness, Response and Co-operation (OPRC) are due for review/renewal in April 2020.

**5. Stakeholder Engagement on Strategy/ Strategic Direction (AR)**

AR advised the program had been discussed at the Executive Management Team and new instructions have been given to the consultants with renewed momentum to move forward.

**6. Borough Harbour Master Briefing Note – 9 December 2019 (Appendix 2)**

IV gave a general update on all items within the report. Identifying that visiting fishing vessels were limited and the dredger was working well around the weather with a temporary Master on a day rate.

**7. Financial Report**

KW provided general update with Scarborough Harbour income above expected levels and expenditure broadly in line. The water consumption on the West Pier continues to be a cause for concern (see item 3). Whitby Harbour income improving and expected to achieve budget. Decrease in marina income balanced by increased parking income. AR suggested marketing the ports abroad to attract visitors. IV advised discussions had recently been held with shipping agencies and Tourism regarding promotion of the ports including cruise ship destinations etc.

**8. Maintenance and Assets**

ML advised inspections of both harbours completed, works prioritised and included on spreadsheet for all planned maintenance on that basis. JW has started working through the priorities. KW to complete spreadsheets on-line for ease of monitoring and reviewing.

**Action: KW**

JW advised that Dock End Paving works would be completed during January 2020.

**9. Whitby Pier Works / East Pier Link Bridge (JW/ML)**

JW advised that the pier works have been completed. ML further advised core samples had been taken and results were awaited. The Church Street flood wall works are due to be completed by end of March 2020, however, extra costs had been incurred. The East Pier Link Bridge had arrived in Whitby and although deadlines were tight with imposed weather restrictions JW hopeful that it would be in place by the deadline.

**10. Fish Pier (JW/ML)**

JW advised on the current situation with this area and ongoing discussions with the RNLI. Current measures were limited to restraining the pier and further protective works were required for the grade 2 listed structure. NE, JW, IV to meet with RNLI.

**11. Dredger – Future Options (NE/IV)**

IV advised on a report to go to Cabinet on 14 January 2020 and advised of ongoing difficulty in recruiting an experienced and qualified Master, salary expectations etc. Temporary relief Master on board. Suggesting a Ship Management Agreement is sought with a suitable company with the knowledge, skills and crew to utilise the vessel to full capacity. Confirmed that the 'home' ports would be the first priority. Any external work achieved would be on a 50/50 share profit basis. The agreement would operate within existing budgetary requirements.

**12. Scarborough Speedboat Tenders (IV)**

IV advised that these had been advertised/tendered and three licences had been awarded for 5 years.

**13. Any Other Business**

IV advised of approach to utilise Scarborough for number of guard vessels. IV clarified that the 'Collector of Dues' role was performed by Mrs L Dale.

**14. Date of Next Meeting – Monday 6 April 2020 at 10.30am**